

LAND USE PLAN

1.0 APPROVAL RECORD

Reviewed by:	Training and Documents Coordinator (Hiliary Burns)
Approved by:	Manager, Facilities and Engineering Services (Doug Hoenig)
Approved by:	Manager, Purchasing and Property Services (Andrea Spiker)
Approved by:	Chief Operations Officer (Mark Murphy)
Approved by:	Associate Laboratory Director for Sponsored Research Administration (Debra Covey)
Approved by:	Associate Director of Scientific Planning (Cynthia Jenks)
Approved by:	Chief Research Officer (Duane Johnson)
Approved by:	Deputy Director (Tom Lograsso)
Approved by:	Director (Adam Schwartz)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

2.0 REVISION/REVIEW LOG

This plan will be reviewed once every three years at a minimum.

<u>Rev</u>	<u>Effective Date</u>	<u>Contact</u>	<u>Description</u>
0	5/1/2008	Mark Grootveld	Initial Release
1	11/1/2015	Doug Hoenig	Internal Review and Update

3.0 PURPOSE AND SCOPE

The purpose of this plan is to document how Ames Laboratory will manage the use of land on the Iowa State University (ISU) campus in accordance with DOE O 430.1B, *Real Property Asset Management*, which states in part:

“Land-use planning and management integrates land uses at each site and examines multiple land-use options. The land-use plan must provide a clear view of the land-use issues, capabilities, opportunities, and limitations of the site. It will identify all land that is needed to support the site mission through annual utilization surveys. The plan must be kept current and support development identified in the site Ten-Year-Site-Plan (TYSP).”

Stakeholders in this process include DOE, ISU, and Ames Laboratory management and facility planning personnel.

4.0 ROLES AND RESPONSIBILITIES

Primary responsibility for the plan rests with the Manager of the Facilities & Engineering Services Department. Key participants in the management process include the Chief Operations Officer, Laboratory Management, and ISU Facilities Planning and Management.

5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

Additional information on the management of both real property assets and real estate is contained in Plan 46300.002, Real Property Asset Management Plan.

Definitions:

Certified Realty Specialist (CRS): A DOE employee who is certified in one or more of the four specialty realty areas: acquisition, non-General Services Administration leasing, General Services Administration leasing, and land management and disposal. Employees so certified are authorized to prepare and implement real estate actions within certified specialty areas. Detailed guidance and procedures for becoming a CRS are found in the DOE Real Estate Process Desk Guide for Real Estate Personnel.

Disposal: Permanent or temporary transfer of DOE control and custody of real property assets to a third party who thereby acquires rights to control, use, or relinquish the property.

Disposition: Those activities that follow completion of program missions, including, but not limited to, preparation for reuse, surveillance, maintenance, deactivation, decommissioning, and long-term stewardship.

Facility: Land, buildings, and other structures, their functional systems and equipment, and other fixed systems and equipment installed therein, including site development features outside the plant, such as landscaping, roads, walks, parking areas, outside lighting and communication systems, central utility plants, utilities supply and distribution systems, and other physical plant features. These include any of the DOE-owned, -leased, or -controlled facilities; they may or may not be furnished to a contractor under a contract with DOE.

Land-Use Planning: A formal, integrated planning process that is used to identify an appropriate mix of land uses at each site and guidelines for development.

Real Estate Actions: Documents and activities related to acquisition, management, and disposal of real property interests (e.g., easements, leases, fee title, public domain withdrawals, and mineral rights). This includes, but is not limited to, land-use permits; land surveying; appraisals; market surveys; acquisitions; in-granting; out-granting; management directives; utilization surveys; encroachment; disposal of any real estate interests; disposal of Departmental improvements without the underlying land; and establishment of use restrictions, easements, and similar institutional controls.

Real Property Assets: Any interest in land, together with the improvements, facilities, structures, and fixtures located thereon, including prefabricated movable structures and appurtenances thereto, under the control of DOE. All real property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both government-furnished property and contractor-acquired property as defined in Federal Acquisition Regulation 45.101. DOE-owned, -used and - controlled land, land improvements, structures, utilities, installed equipment, and components are included. Real property and real estate means land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. Real Property Assets are defined by the Federal Property Management Regulations § 101- 47.103-12, Real Property.

Site: A geographic area owned or leased by or for the account of the Federal Government for the performance of DOE program activities. The term includes any extant buildings, infrastructure and other improvements.

Ten-Year Site Plan (TYSP): A planning document that identifies the site's annual and strategic program requirements and priorities, and links these to real property asset requirements. Real property asset requirements must be consistent with program missions, budgets, and planning estimates.

Planning employs costing efficiencies, eliminates excess buildings, consolidates operations where practicable, and addresses mission-critical requirements through an appropriate mix of recapitalization, new construction, and disposal of excess facilities.

Transfer of Facilities: Transferring programmatic and financial responsibility of land and/or facilities from one program office to another.

Acronyms

CRS	Certified Realty Specialist
DOE	Department of Energy
FIMS	Facilities Information Management System
ISU	Iowa State University
NEPA	National Environmental Policy Act
TYSP	Ten-Year Site Plan

6.0 INTRODUCTION STATEMENT

Prior documentation specifically related to land use was the Site Development Plan, dated 1996. There were no subsequent calls for updating the Site Development Plan. Starting in 2006, the Office of Science guidance provided the option of incorporating the Land Use Plan into the TYSP. Applying a tailored approach to the local site conditions, the land use plan was incorporated as a section of the TYSP. Starting in 2008, site planning previously documented in the TYSP was contained in a section of the Annual Laboratory Plan necessitating a stand-alone Land Use Plan.

7.0 LAND USE PLANNING

The Laboratory supports the Department of Energy policy to manage all of its land and facilities as valuable national resources and takes this stewardship seriously. **There is no federally-owned land at the Ames Laboratory.** The land on which the Government-owned buildings are built is under long-term lease to the Federal Government from Iowa State University and is located wholly on the campus of the University (Figures 1-3). There is no undeveloped area within the lease line or adjacent to the leases. The area is developed with buildings, sidewalks, drives, parking, railroad right-of-way, and landscaping. The lease line has been adjusted over the years to accommodate the facility needs of the Laboratory, and the University is willing to adjust the lease as needed to accommodate new Laboratory facilities in the future. According to the Master Plan for the University, the area of campus near the Ames Laboratory is being reserved for major research facilities. Iowa State University Campus Master Plan documents are available online at <http://www.fpm.iastate.edu/planning/masterplan/>.

Because of this unique partnership, the Laboratory and the University work together regarding site development issues around the lease area of the Laboratory. The Laboratory's interests in the University's overall site-planning considerations are represented by the interactions of Laboratory officers and senior staff members with the major University committees and bodies that are responsible for campus planning, physical facilities, long-range development, and space utilization. The Ames Laboratory Chief Operations Officer, the Facilities & Engineering Services Manager (FES), and other F&ES personnel meet with campus planning personnel from ISU's Facilities Planning and Management (FP&M) on a periodic basis. These meetings are used to discuss the status of the Campus Master Plan, facility and utility developments on campus, and provide for the real estate needs of the Laboratory. Laboratory executive management is briefed on significant developments by the Chief Operations Officer who is a member of the Executive Council.

As there are no Federal land holdings at Ames Laboratory, there is no need for a process for transfer or disposition. In the unlikely event there is a need to acquire federally-owned land, specific processes and procedures will be developed for the action utilizing a Certified Realty Specialist and submitted to the Ames Site Office for review and approval. Any changes in the lease lines will be submitted to the Ames Site Office for review and approval.

Land lease documents are maintained and filed by the Facilities & Engineering Services (FES) department. All lease information is entered in the Facility Information Management System (FIMS).

Responsible stewardship also addresses other land and facility use issues. There is no historic preservation or cultural asset issues at the site. National Environmental Policy Act (NEPA) evaluations are submitted and approval received on all capital improvement projects at the Laboratory prior to construction. Landscaping and grounds maintenance is the responsibility of the University not the Laboratory. Plantings are selected and ground maintenance is accomplished without using irrigation other than for establishing new plantings.

Assets will be managed to serve the ongoing research mission of the Laboratory into the foreseeable future. No reuse of the site for other purposes is projected.

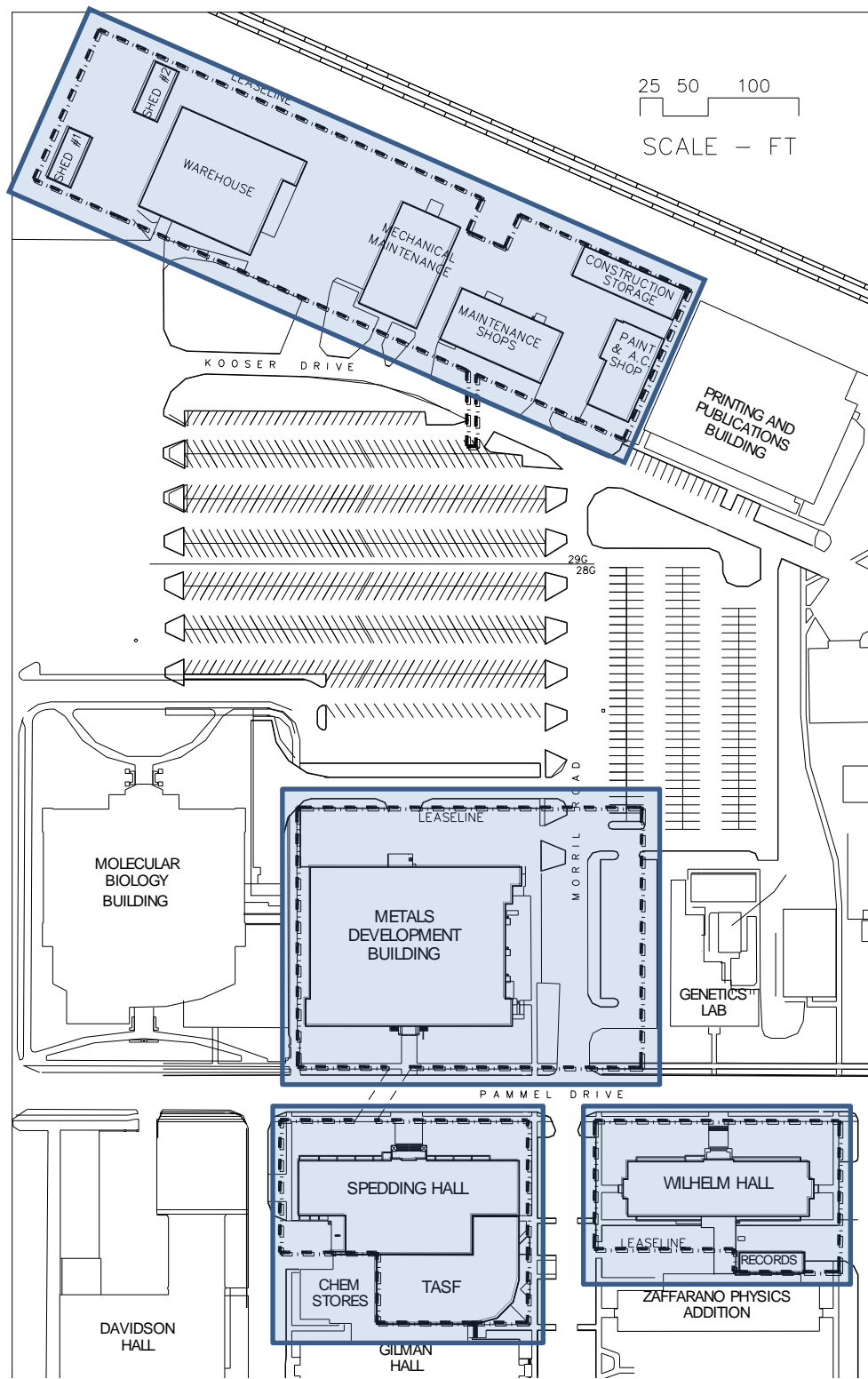


Figure 2. Ames Laboratory Land Lease Areas at ISU Central Campus

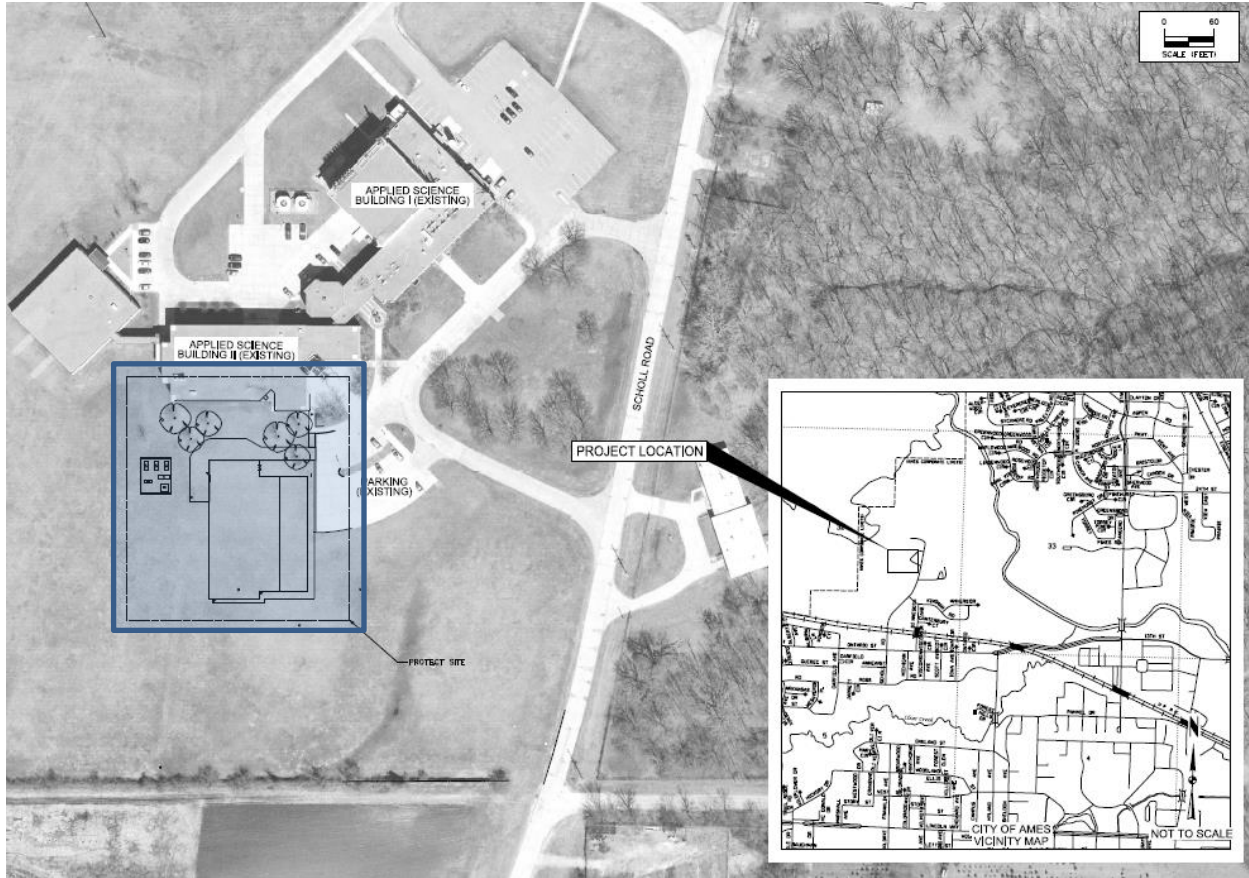


Figure 3. Sensitive Instrument Facility (SIF) Land Lease Area at the ISU Applied Sciences Complex (ASC)